

# TOWN OF WYTHEVILLE TOWN COMMITTEE/BOARD APPLICATION



## **PUBLIC DOCUMENT** **SUBJECT TO FREEDOM OF INFORMATION ACT**

The Town Council has 11 Committees/Boards to which it appoints members. All appointments to Town Committees/Boards require a background check.

Please indicate the Committees/Boards for which you are applying.

	Board of Zoning Appeals* (5 Year Terms)
	Building Code Appeals Board (5 Year Terms)
	Joint Industrial Development Authority** (4 Year Terms)
	Planning Commission*** (4 Year Terms)
	Recreation Commission (3 Year Terms)
	Smyth-Wythe Airport Commission (4 Year Terms)
	Tree Advisory Committee (4 Year Terms)
	Wall of Honor Committee (4 Year Terms)
	Willow Brook Jackson/Umberger Homestead Museum Advisory Board (5 Year Terms)
	Wytheville Economic Development Authority** (4 Year Terms)
	Wytheville Redevelopment & Housing Authority (4 Year Terms)

\* Requires real estate disclosure

\*\*Requires financial and real estate disclosure and Conflict of Interest Act training

\*\*\*Requires real estate disclosure and Certified Planning Commissioner's training

### **PLEASE PRINT OR TYPE**

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Do you live inside the Town of Wytheville Corporate Limits? \_\_\_\_\_

Telephone Number/Cell Number: \_\_\_\_\_  
(Required)

Email Address: \_\_\_\_\_  
(Required)

Place of Employment: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Professional Background: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Interests/Community Service Activities: \_\_\_\_\_

Are you currently serving, or have you previously served, on a Town of Wytheville Committee/Board? If yes, please list: \_\_\_\_\_

Have you ever worked for the Town of Wytheville? If yes, please list dates and department names: \_\_\_\_\_

Why are you interested in serving on a Town Committee/Board? What special qualities can you bring to a Town Committee/Board? \_\_\_\_\_

What do you see as the objectives/goals of the Committee/Board to which you seek appointment? \_\_\_\_\_

I hereby certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return your completed form to:**

**Office of the Town Clerk  
Town of Wytheville  
Post Office Box 533  
Wytheville, Virginia 24382  
[sherryc@wytheville.org](mailto:sherryc@wytheville.org)  
(276) 223-3349**

***Thank you for your interest in serving on a Town Committee/Board.***

***Applications expire December 31<sup>st</sup> of each year.***

# BACKGROUND REPORT RELEASE FORM

## PLEASE READ CAREFULLY

This is to notify you that in connection with your application for employment or temporary assignment we may produce a consumer report. Please be advised that we may also obtain an investigative consumer report including information as to your character, general reputation, personal characteristics and mode of living as part of the process. In the event that information gained from these reports is utilized, either in whole or in part, in making an adverse decision we will provide you with a copy of the consumer report and a description of your summary of rights under the Fair Credit Reporting Act (FCRA) before making an adverse action.

This information may be obtained by contacting your present and previous employers or references supplied by you. The report may cover information including, but not limited to, criminal history reports, and any public records i.e. driving records, education and licensing verifications, personal reference verifications, federal and state blocked party information, medical professional sanctions and Social Security number verification.

Please be advised that you have the right to request a copy of the consumer report in a reasonable amount of time (60 days). We will make a complete and accurate disclosure of the nature and scope of the information requested.

By signing below, I am authorizing the Town of Wytheville to prepare a consumer or investigative consumer report on me as part of the screening process for employment or temporary assignment. During the period in which I retain employment or assignment, I further authorize the Town of Wytheville to obtain additional consumer reports or investigative consumer reports on me to evaluate my reliability for purposes of determining continued access authorization. I also acknowledge that the Town of Wytheville will provide me with a copy of my summary of rights under the fair credit-reporting act (FCRA) if needed.

I additionally authorize all entities having information about me including present and former employers, criminal justice agencies, department of motor vehicles, schools, and credit reporting agencies to release such information to the below indicated party or the Town of Wytheville and to Partnership Screening as the investigative consumer reporting agency, or to any firm retained to conduct such investigations, with all to be treated as the end user of such information without exception.

Type Name of Requester: TOWN OF WYTHEVILLE

This release and authorization shall remain valid and in effect during the term of your employment. We reserve the right to run additional consumer reports and/or investigative consumer reports on an as needed basis.

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Subject/ First Name: \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Subject email address : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

I request a free copy of the report.

*The information that you provide on this form will be used solely for the purpose of identifying or eliminating possible records revealed during the background screening process and will not be used in any way in making an employment or assignment decision*

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### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Date Dept. Head Notified: \_\_\_\_\_

Completed By: \_\_\_\_\_

**CONFIDENTIAL PERSONNEL RECORD  
REQUEST FORM**

**TOWN OF WYTHEVILLE  
P. O. BOX 533  
WYTHEVILLE, VA 24382**

Please Print

THIS FORM IS TO BE FILLED OUT WHEN THE EMPLOYEE REQUESTS TO SEE, OR HAVE COPIED, ANY INFORMATION CONTAINED IN THE EMPLOYEE'S PERSONNEL FILE. MEDICAL RECORDS ARE EXCLUDED AND CANNOT BE OBTAINED WITH THIS FORM.

\_\_\_\_\_  
LAST FIRST MIDDLE

WHO IS REQUESTING INFORMATION? Volunteer

WHAT RELATIONSHIP IS THIS PERSON TO EMPLOYEE? Self

WHAT INFORMATION IS BEING REQUESTED? Copy of Background Informaiton

WHY IS THE INFORMATION BEING REQUESTED? Required by law

\_\_\_\_\_  
SIGNATURE OF VOLUNTEER DATE

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HUMAN RESOURCE APPROVAL

WAS INFORMATION COPIED? \_\_\_\_\_ WHAT INFORMATION WAS COPIED? \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PERSON MAKING COPY DATE COPIED

\_\_\_\_\_  
HUMAN RESOURCE MANAGER APPROVAL DATE

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to

the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

# **TOWN OF WYTHEVILLE VOLUNTEER RESOURCES PROGRAM AND BACKGROUND CHECK POLICY**

## **Introduction**

Citizens who offer their time and labor to benefit the Town of Wytheville and the Chamber of Commerce are greatly appreciated by the Town of Wytheville and its associated departments and agencies. In order to effectively utilize the resources of volunteers, the Town has established the Volunteer Resources Program which will help to ensure that volunteers achieve a high level of satisfaction for their efforts and services and that specific departments or agencies receive valuable assistance in carrying out their policies, procedures, and programs. This Volunteer Resources Program outlines the framework within which the Town will strive to utilize those volunteer contributions of its citizens.

### **I. Purpose of the Volunteer Program**

The Volunteer Resources Program seeks to aid in the accomplishment of the missions of the Town of Wytheville and its associated departments and agencies with the following goals:

1. To provide volunteers who will enhance the work of the staff by performing the tasks necessary for the operation of the Town of Wytheville.
2. To help create and promote in the community an understanding of all aspects of the Town of Wytheville, its departments, its agencies, and its services.
3. To help meet the community's needs for service through addressing the individual's needs for serving by providing programs with responsibility and challenge for those qualified and by providing career exploration where this will serve the requirements of the Town of Wytheville and its various agencies and departments.

### **II. Volunteer Program Policies, Procedures, and Standards and Ethics**

Volunteer participation within the Town of Wytheville and the Chamber of Commerce is a strong and vital tradition. Many departments within these agencies are dependent upon the contributions and personal involvement of devoted volunteers. While volunteers participate in a wide range of activities, many are involved in activities that provide access to sensitive information. This requires that volunteers are subject to the same standards of professional conduct that apply to paid staff and must abide by applicable provisions of the Personnel Ordinance. Because of the nature and extent of volunteer involvement, these standards of conduct are set forth for the protection of the volunteers and of the host organization or Town. These standards reflect the standards of ethical conduct commonly endorsed by professional, governmental, and business membership associations. The volunteer agrees to adhere to the following standards, and it is, therefore, understood that the volunteer:

- understands and supports the purpose, structure, and policies of the specific departments within the administrative bodies of the Town of Wytheville and the Wytheville-Wythe-Bland Chamber of Commerce
- conducts himself or herself in accordance with the standards of conduct and ethics of the Town of Wytheville and the specific department where he or she works as a volunteer



- completes any orientation, training course, or on-the-job training required
- endeavors to be flexible in accepting assignments, performs assigned responsibility willingly and courteously to the best of his or her ability, and accepts the guidance of his or her manager or supervisors
- complies with time schedules and time sheet requirements
- complies with dress requirements
- obeys all security and safety rules
- respects the confidentiality of sensitive or proprietary information
- provides timely notification to his or her supervisor or manager of absence or resignation
- serves as goodwill ambassador and a communicator of the role of his or her assigned department or agency
- acknowledges that property, materials, and supplies are not for his or her personal use
- eliminates the possibility of conflict of interest by disclosing to his or her supervisor any outside activities in which the volunteer or a member of his or her family is personally or commercially engaged that is related to the volunteer's area of activity within the host department
- may not accept compensation for performance of departmental tasks as a volunteer. Personal compensation includes gifts, fees, gratuities, or other dispensations to the volunteer or to members of the volunteer's immediate family or household. Specific situations involving volunteer appreciation activities that are accepted practice within a particular department must be approved in advance by the department supervisor
- understands that as a volunteer, he or she is not an employee and is not covered by Workers' Compensation benefits

### **III. Background Check Policy for Town Volunteers**

All volunteer positions will require that the volunteer submit to background checks and, in these cases, the volunteer must agree to and sign a background check release prior to being accepted into the Volunteer Program.

#### **I. Purpose**

The purpose of this policy is to require background checks on all volunteers for Town departments who will provide services to juveniles in order to preserve the safety and well-being of children served by the Town. The Town will not permit individuals to work with children if they have ever demonstrated criminal conduct incompatible with service to or care of children.

#### **II. Implementation**

- A. Each Town department head shall determine in conjunction with the Human Resource Department the positions that shall be subject to this policy.
- B. Each volunteer shall be responsible for submitting to the respective department all necessary forms required for the position. Failure to complete and/or execute the necessary forms shall disqualify the individual from volunteering in a juvenile services position.
- C. All volunteers must provide truthful, correct and complete information on the required forms. Failure to do so will result in disqualification from volunteering in a juvenile services position.
- D. Individuals may not begin participating prior to the completion of a background investigation.
- E. Any Town employee or volunteer who is subsequently charged or convicted of a felony and/or Class I misdemeanor shall notify his/her supervisor and department head within one work day of the offense. If an employee is charged with a felony or other criminal offense of such nature that the employee's continued performance of Town duties poses an immediate threat to the discipline or effective performance of other employees; has an immediate adverse effect on the reputation of the Town; or, impairs the effective performance of any Town function, the Town Manager may determine a suspension is warranted and shall notify the employee in writing of the proposed suspension. The Town Manager may suspend an employee for all or any part of the time criminal proceedings are pending. If the criminal conduct is not compatible with the nature of the employment, the employee may be terminated.

All employees are required to notify his/her supervisor and department head of any driving violations or convictions within one workday of the offense such that a determination can be made as to the appropriateness of their continuing to operate a Town vehicle.

All employees or volunteers are also required to notify his/her department head and/or Town Manager of any type of investigation by a law enforcement agency or other agency that involves the Town of Wytheville, Town Council, or Town employees.

### III. Applicable Data Bases

The Town's Human Resource Department shall process each release form received from a volunteer in order to receive information from the Central Criminal Record Exchange ("CCRE") maintained by the State Police and the Sex Offender and Crimes Against Minors Registry from the State Police.

### IV. Barrier Crimes/Dispositions:

- A. The services of a volunteer shall not be accepted if the results of the background check show that the person has been convicted of any of the following crimes as set out in Title 18.2 of the Code of Virginia as may be amended or equivalent offenses in another state:

1. Crimes Against the Person

- a. murder and manslaughter (§ 18.2-30 et seq.)
- b. malicious wounding by mob (§ 18.2-41)
- c. abduction (§§ 18.2-47, -48)
- d. felony assault and bodily wounding (§ 18.2-51 et seq.)
- e. robbery (§ 18.2-58)
- f. carjacking (§ 18.2-58.1)
- g. extortion and other threats (§§ 18.2-59, -60)
- h. sexual assault (§ 18.2-61 et seq.)
- i. felony stalking (§ 18.2-60.3)
- j. any other felonies against the person as defined by the Code of Virginia
- k. convictions of any attempts or conspiracies to commit any of the aforesaid crimes

2. Crimes Against Property

- a. felony arson (§ 18.2-77)
- b. burglary (§ 18.2-89 et seq.)
- c. convictions of any attempts or conspiracies to commit any of the aforesaid crimes

3. Crimes Involving Health and Safety

- a. felony violation relating to the possession or distribution of drugs within five (5) years (§ 18.2-247 et seq.)
- b. drive-by shooting (§ 18.2-286.1)
- c. use of machine gun in a crime of violence (§ 18.2-289)
- d. aggressive use of machine gun (§ 18.2-290)
- e. use of sawed off shotgun in crime of violence (§ 18.2-300A)
- f. felonious discharge of firearms within or at occupied dwellings (§ 18.2-279)
- g. Convictions of any attempts or conspiracies to commit any of the aforesaid crimes

4. Crimes Involving Morals and Decency

- a. failing to secure medical attention for injured child (§ 18.2-314)
- b. pandering (§ 18.2-355)
- c. crimes against nature involving children (§ 18.2-361)
- d. taking indecent liberties with children (§§ 18.2-370, -370.1)
- e. abuse and neglect of children (§ 18.2-371.1)
- f. obscenity offenses (§ 18.2-374.1)
- g. possession of child pornography or electronic facilitation of pornography (§§ 18.2-374.1:1, -374.3)
- h. incest (§ 18.2-366)
- i. abuse and neglect of incapacitated adults (§ 18.2-369)
- j. employing or permitting a minor to assist in an act constituting an obscenity offense (§ 18.2-372 et seq.)
- k. convictions of any attempts or conspiracies to commit any of the aforesaid crimes

5. Crimes Against Minors

Any conviction for a crime against the person or property of a minor, felony or misdemeanor, inclusive of the crimes set forth above.

V. Dissemination of Results/Confidentiality

Results of the background search information by the Wytheville Human Resource Department shall be maintained in the Human Resource Office. All persons receiving background information regarding a volunteer shall maintain the confidentiality of such information in accordance with applicable law.

VI. Appeal

Any volunteer whose services are rejected by the Town as a result of information received from the background check may appeal such decision to the Town Manager if the volunteer believes the decision was based on inaccurate background information.

VII. Additional Background Check Policy Requirements

The Wytheville Town Council hereby sets forth that every employee of the Town, and every applicant for employment as hereinafter provided, shall be subject to a review of his/her criminal history record in any case in which it is necessary in the interest of public welfare and safety to determine if the past criminal conduct of a person is, or would be, compatible with employment by the Town. Such review shall be deemed to be necessary for every employment position, including volunteer positions, in which the employee's anticipated duties or responsibilities will involve (a) access to public records

or personnel information, (b) accountability for public funds, (c) access to Town supplies, (d) entry into secured areas outside of working hours, (e) activities relating to law enforcement and public safety, (f) right of entry onto private property, and (g) child care or assistance to the elderly or disabled.

Background investigations shall be conducted to include criminal records, driving records, and any other such data as allowed by law. Criminal conviction records shall be considered only as one aspect of the total assessment process except when the position, because of the nature of the work to be performed, must be limited to persons who have no past criminal records or have not been convicted of any related crime. The background investigation shall be performed in a manner as prescribed by law on all applicants who are finalists for a position (have been recommended for hire by the hiring manager). Consent to all such checks shall be a condition of employment. All finalists will be contacted and requested to complete the requisite documentation to permit criminal records to be processed. Simultaneously, finalists will be informed that they may update the criminal convictions disclosure portion of their application and be again warned that failure to disclose all convictions will result in rejection of their application. If a finalist does not complete and return the documentation to permit criminal records checks, his/her application will no longer be considered, and no offer will be made.

When deemed necessary for a particular position, applicants recommended for employment will be fingerprinted and/or bonded to determine if a criminal record exists, prior to being considered for employment.

Where other standards or requirements for a particular position are established, all applicants shall be required to meet those standards as a condition of hire and continued employment. Any standard developed must have the approval of the Town Manager before being adopted and shall then be entered on the applicable position or class description. Any substitution for or deviation from established standards must have prior approval of the Town Council. The Human Resources Manager, at the request of the department head, may establish any tests or examinations which are developed, and which are warranted to determine whether an applicant or employee meets established standards.

If the background, medical (subsequent to job offer), or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment, the applicant will be refused employment or, if already employed, may be terminated.

The Town Manager has sole authority to hire all employees for the Town, including part-time, full-time, volunteer, and appointed employees

**IV. Volunteer Agreement Form**

Each volunteer is asked to sign the attached Volunteer Agreement Form certifying that he or she has read this information concerning the Volunteer Resources Program for the Town of Wytheville and the Wytheville-Wythe-Bland Chamber of Commerce and that he or she is familiar with the policies, procedures, and ethics requirements.

Approved by: T. B. F.  
Town Manager

6/10/21  
Date

**DRESS POLICY**  
**WYTHEVILLE TOWN COUNCIL**  
**AND ALL APPOINTED**  
**COMMITTEES, COMMISSIONS AND BOARDS**

The Town Council and all appointees to the Town's various committees, commissions and boards shall illustrate the pride of the Town and dress appropriately for meetings. Business attire standards shall govern. Shorts, sweatpants, blue jeans, baseball caps, tennis shoes and other casual dress shall not be considered appropriate attire for attendance at meetings.

## TOWN COMMITTEES

**Board of Zoning Appeals** -- Composed of five members who are recommended by the Town Council and appointed by the Judge of the Circuit Court of Wythe County. The term of office is for five years and meets as needed. The Board hears and decides appeals from any order, requirement, decision or determination made by the Zoning Administrator in the administration or enforcement of the Zoning Ordinance. The Board authorizes, upon appeal, in specific cases a variance from the terms of the Zoning Ordinance as will not be contrary to the public interest, when, knowing the literal enforcement of the provisions will result in unnecessary hardship.

**Building Code Appeals Board** -- Composed of five members and the term of office is for five years. The Board meets as needed. The Board hears appeals concerning the application of the Building Code or refusal to grant a modification to the provisions of the Code covering the manner of construction or materials to be used in the erection, alteration or repair of a building or structure.

**Wytheville Economic Development Authority** -- Composed of seven members. The term of office is for four years, and the Authority meets annually the third Wednesday in April at 9:00 a.m. or as needed. Historically, the Town and County both had Industrial Development Authorities whose purpose was to promote economic growth and act as the agent for industrial development bonds. With the advent of the Joint Industrial Development Authority who is now charged with these activities, the Town's Authority acts as a support organization, if necessary, to the Joint Authority.

**Joint Industrial Development Authority** -- Composed of seven members, two of which are appointments by the Town. The term of office is for four years, and the Authority meets the fourth Thursday of each month at 3:00 p.m. The Authority initiates, develops and coordinates industrial and economic development efforts in order to achieve and sustain the optimum quality of life for all Wythe County citizens.

**Planning Commission** -- Composed of seven members, one of whom is a Town Council liaison member. The term of office is four years. The Commission meets the second Thursday of each month at 6:00 p.m. in the Town Council Chambers. The Planning Commission is advisory to the Town Council and makes recommendations to the Council regarding planning issues including the Zoning Ordinance and a wide array of land use and land use policy issues. Planning Commission members are required to complete a certified planning commissioner's course within the first year of service on the Commission. The course begins with an intensive weekend session, followed by a ten-week home study session and closes with a final weekend session. The course educates the members on State legislation relating to planning and zoning, and it introduces relevant planning and zoning issues. Commission members have the opportunity to meet other Commission members from local governments and compare their experiences. The course is a valuable aid to understanding the role of the Planning Commission and each member's duty on the Commission. The cost of the course, lodging and meals are paid by the Town.

**Recreation Commission** -- Composed of five members (five members over the age of 18 years and two members not less than 15 years of age nor more than 18 years of age) and

one Town Council liaison member. The term of office for members over 18 years shall be three years and members not less than 15 years nor more than 18 years shall be for a term of one year. The Commission meets the meets quarterly at 5:30 p.m. The Recreation Commission is advisory and advises the Town Council with respect to the immediate and long range plans and programs necessary to meet the active and passive recreational needs of the citizens of all ages in the Town. The Commission assists and advises the Director in the continuing development of recreational plans and programs. The Director reviews recreation plans with the Commission and discusses all matters pertaining to the recreation programs.

**Redevelopment and Housing Authority** -- Composed of seven members and one Town Council liaison. The term of office is for four years. The Authority meets the third Wednesday of each month at 12:00 noon. The Housing Authority is charged with the general operation of housing projects and investigating housing conditions and means and methods of improving such conditions.

**Smyth-Wythe Airport Commission** -- Composed of five members of which two are appointed by the Town. The Commission meets the second Thursday of each month at 7:30 p.m. The Airport Commission is charged with overseeing the construction, improvement, equipment, maintenance and operation of the Mountain Empire Airport.

**Tree Advisory Committee** -- Composed of five members. The Committee meets quarterly month at 8:30 a.m. or as needed. The Tree Advisory Committee is charged with developing programs that will replace existing trees as necessary through the years and to help administer the Town's tree ordinance.

**Wall of Honor Committee** -- Composed of four members and one Town Council liaison member. One member represents Wythe County, one member represents the Sports Hall of Fame and two members are representatives from the Veterans' Groups. The initial appointments were for staggered terms. The current terms are for four years. The Committee meets as needed. The Wall of Honor Committee is charged with accepting and reviewing applications for nominees to the Civic Monument and making their recommendations to the Town Council.

**Willow Brook Jackson/Umberger Homestead Museum Advisory Board** -- Composed of five members and one Town Council liaison. The current term of office is for five years, and the Board meets quarterly or as needed. The Board is charged with reviewing various aspects of the operation of the Jackson Property and making recommendations to the Town Council.



\*\*The following questions will be asked at an informal "Meet and Greet," if your application is selected for consideration by the Town Council.

**MEET AND GREET QUESTIONS  
TOWN COMMITTEES**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee:** \_\_\_\_\_

1. Tell us about yourself?
  
2. Tell us what you know about this Committee?
  
3. What interests you about serving on this Committee?
  
4. What background do you have that makes you qualified to serve on this Committee?
  
5. What do you see as the objectives and goals of the Committee/Commission/  
Authority?